



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 07

Title: PUBLICATION POLICY

Date of Issue: 01.05.2022

Page No. 1 of 2

Publication is an act of dissemination through media such as College Magazine, News Letter, e-bulletin, Department level publications, Manuscript Magazine and social media with the aim of covering the latest news, events and activities on and off the campus. These publications typically cover Institution related news, but they may also report on national and international news. Publications will cover the noteworthy achievements of students, faculty and staff of the institute, academic research and development activities and administrative initiative undertaken. The MBCET publications will be aimed at keeping the students, faculty, alumni and general public abreast of the various activities.

1.0 OBJECTIVE

This document aims at providing the publication policy for the students of Mar Baselios College of Engineering and Technology (MBCET), Mar Ivanios Vidyanagar, Nalanchira, Thiruvananthapuram. All the stake holders, especially the students and staffs are expected to be aware of this policy followed for publication in College Magazine, News Letter, e-bulletin, Department level publications and Manuscript Magazine.

2.0 DEFINITIONS AND SCOPE

This policy is intended for the stakeholders, especially students and staff of MBCET.

3.0 POLICY STATEMENT

The publications should define the vision and mission of the Institution in its attempts to scale the heights of excellence for the effective meaningful dissemination of knowledge, convey sufficient information about the Institution and promote creativity for the benefit of its stake holders. It should not contain matters contrary to the policies, hurt the nationalistic feeling, religious sentiments or reflect any gender discrimination. The College Magazine should reflect the creativity of the students and should serve as a reference source for the activities of the previous year.

Prepared By	Approved By	Issued By
Name : DSGN: SIGN: Date:	Name : DSGN: SIGN: Date:	Name : DSGN: SIGN: Date:



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 07

Title: PUBLICATION POLICY

Date of Issue: 01.05.2022

Page No. 2 of 2

4.0 RESPONSIBILITY

Staff and Students need to be aware of and adhere to the publication policies. Staff advisors are expected to monitor and scrutinize the student's manuscripts. Publication Committee shall ensure that the publishing policies are implemented and the Institutional standard governing the production of publication are adhered to.

5.0 RELATED PROCEDURES AND OTHER DOCUMENTS

- i. Procedure for publishing in Magazine.
- ii. Procedure for publishing in News Letter.
- iii. Procedure for publishing in e-bulletin.
- iv. Procedure for publishing student's Manuscript Magazine.
- v. Procedure for publishing in College website and other social media.
- vi. Publication committee structure for Magazine, News Letter, e-bulletin, student's Manuscript Magazine and publishing in College website and other social media at the Institution and department level.

6.0 POLICY HISTORY

Version/Date	Prepared by	Approved by	Remarks
V0.0/			Original Version
V0.1/			Revised (<i>Mention any major changes.</i>)

Prepared By	Approved By	Issued By
Name : DSGN: SIGN: Date:	Name : DSGN: SIGN: Date:	Name : DSGN: SIGN: Date: